

**MONTANA
ASSOCIATION OF
COUNTIES**

2715 Skyway Drive
Helena, MT 59602-1213
(406) 444-4360
Fax (406) 442-5238
e-mail: maco@maco.cog.mt.us

**BOARD OF DIRECTORS
Sunday, September 21, 2008
3:00 P.M.**

**First Interstate Pavilion Event Center
100 Old Corvallis Road
Hamilton, MT**

MINUTES

1. Roll Call and introductions: President Johnson called the meeting to order. Roll call and introductions were conducted. The attendance sheet is attached.
2. Approval of Minutes: Commissioner Chilcott moved and Commissioner Seilstad seconded to approve the minutes of the June 26, 2008 meetings. Motion carried.
3. Finance Report: Allan Underdal, MACo Fiscal Officer, reviewed the financial statements as of June 30, 2008. FY 2009 dues have been collected from all counties. Fiscal Officer Underdal also reviewed the FY 2009 approved budget. Director Blattie informed the Board of the Executive Committee action to approve a \$2,500 commitment to Project 2030, for a study of demographics on aging services in Montana. Associate Director Wood provided an overview of the anticipated revenues for the 2008 Annual Conference, a comparison of conference profit and losses for the past four years, and a five-year revenue analysis of sponsorships and Affiliate and Associate memberships.

Director Blattie informed the Board that a request had been received from Helena Civic Television for a \$1,000 contribution in support of their Legislative Digest program. This contribution would assist with the production costs of the Legislative Digest program on TVMT. Because each episode is a compendium of public testimony, committee discussions, and House and Senate Floor actions, the editing costs are not included with HCTV's contract with Legislative Services. They have also requested contributions from the League of Cities and Towns and the League of Women's Voters.

Commissioner Murray disclosed that he is a member of the HCTV Board of Directors. He additionally noted that HCTV is a private, non-profit that provides daily legislative reporting on Bresnan cable and through streaming internet.

Commissioner Dunbar moved and Commissioner Rehbein seconded to deny the request.

Discussion: Commissioner Murray recommended that the motion be defeated. He added that this is a method for those outside of Helena to see what is happening at the Capitol during the Session. He added that the program is not editorialized. Director Blattie clarified that this will also be broadcast on the Public Broadcasting System. Commissioner Chilcott commented that this contribution would total less than \$20 per county. VOTE: The motion failed.

Commissioner McGinley moved and Commissioner Chilcott seconded to approve the request for \$1,000 by TVMT for Legislative Digest. Motion carried. Commissioner Murray abstained.

4. FY 08 MACo Audit Report – Director Blattie recapped the FY 2007 audit report and presentation by Anderson-Zurmeuhlen (AZ) and the subsequent meeting and amendment of the audit to correct inaccurate statements and information. Director Blattie informed the Board that AZ had recently

finished the FY 08 JPA audit, but have not started the FY 07 JPIA or HCT audits, or the FY 08 MACo and JPIA audits. Also, the FY 08 JPA and HCT will be coming due soon also. Following discussions with AZ regarding their plan to catch up on the audits, MACo has received an official withdrawal letter from AZ. MACo has contacted the second place audit RFP respondent, Junkermeir, Clark, Campanella and Stephenson (JCCS) regarding their interest in entering into an engagement letter to assume the role as Auditor for MACo and the three Insurance Pools. JCCS has responded that they would engage to both catch up delinquent audits and to conduct the upcoming audits to stay on schedule. They would honor the costs for the audits that they proposed in the 2007 RFP.

Commissioner Underdal moved and Commissioner Kolar seconded to authorize Director Blattie to enter into an engagement letter with JCCS for the FY 2008, 2009 and 2010 audits. Motion carried.

5. Nominations Report: The Board convened as a committee of the whole. President Johnson reported that John Ostlund, Yellowstone County, is the only name that had been placed into nomination for the position of Second Vice President and the bylaws require that two names be forwarded to the membership. Commissioner Chilcott moved and Commissioner Dunbar seconded to suspend the bylaws. Motion Carried. Commissioner Chilcott moved and Commissioner Murray seconded to forward John Ostlund's nomination to the membership for the position of Second Vice President. Motion carried. Commissioner Ostlund thanked the Board for their nomination. Commissioner Murray moved and Commissioner Rieger seconded to forward the nomination of Carl Seilstad to the membership for the position of First Vice President. Motion carried.
6. 2010 Convention Bids – Director Blattie, MACo Executive Director reported that bids had been received from Yellowstone and Missoula counties to host the 2010 Annual Conference. Yellowstone County Commissioner Bill Kennedy addressed the Board, and stated this conference would be co-hosted by Yellowstone and surrounding counties. Commissioner Rehbein commented that if Yellowstone County were the successful bidder, that Richland County would co-host also. Commissioner Kennedy added that they are working with the Chamber of Commerce and the Billings Hotel and Convention Center. However, the hotel does not have the standard conference week available, and the conference dates would need to be moved to one week later to September 26 - 30. Commissioner Kennedy noted that the room rate would be \$70 per night and there would not be meeting room charges.

Director Blattie added that MACo Meeting Planner, Karen Houston, had been in contact with both the Missoula Holiday Inn and the Missoula Hilton Garden Inn. Both facilities were available the week of September 19-23, 2010. The Garden Inn had offered 100 rooms at the state rate of \$84 per night, and an additional \$1,000 in meeting room charges. The Holiday Inn offered 100 rooms at \$84 per night and would not charge meeting room charges. Director Blattie noted that the lodging rates are higher in Missoula as they are considered a "high cost" area.

The Board asked if moving the conference to a later week would conflict with other meetings such as the Governor's Work Comp conference or the League of Cities and Towns Annual meetings. A concern was raised regarding the availability of vendors if there is a conflict. Director Blattie responded he would gather that information and report back to the Board.

7. Resolutions Committee Report – Mike Murray, Chair, MACo Resolutions Committee, reported that there were four late resolutions. The resolution titles and Committee recommendations are as follows:

- District Court Security Fund – Do Pass
- Mill Levy Rounding Accuracy – Do Not Pass
- Clean Air Act – Do Not Pass – include in H&HS Committee Policy Statement
- Special Districts for Federal Mineral Royalties – Do Not Pass

Commissioner Murray also noted that the Resolutions Committee had requested additional information on No. 2008-14 Drug Testing. They had received the information and recommend a Do-Pass.

8. MACo Evaluations – Associate Director Wood presented the results of the annual membership survey. Discussion was held regarding the comments on the newsletter and its content. Commissioner Davey suggested that each District submit articles regarding the happenings in their area.

9. Other Business:

- a. Commissioner Recognition – Commissioner Dunbar informed the Board that Daniels County Commissioner Bill Tande is currently the longest serving commissioner in Montana and will be entering his 31st year of service in January. Commissioner Dunbar requested that Commissioner Tande be recognized at the mid-winter meeting for his tenure and years of service.

Commissioner Seilstad moved and Commissioner Underdal seconded to recognize Daniels County Commissioner Bill Tande for his 30 years of service at the MACo Midwinter meeting in February 2009. Motion carried.

- b. MACo Salary Survey – Director Blattie noted that a discussion had been held at the June Board meeting regarding the staff classification and compensation study that was conducted two years ago. At that meeting, it was suggested that it be done again this year. Director Blattie had been in contact with CMS and asked them to provide two cost proposals. One would be to review and update position descriptions and the second would be to conduct a salary survey. Director Blattie asked the Board for direction as to whether to proceed with obtaining the cost proposals and or conducting the studies.

Commissioner Chilcott moved to authorize Director Blattie to obtain cost proposals. There motion died for lack of a second. Following discussion, Commissioner Chilcott withdrew his original motion and offered a motion to not pursue at this time, and to re-visit the issue in a non-legislative year. Commissioner McGinley seconded. Motion carried.

- c. MACo Staffing/Recruitment Efforts – Director Blattie informed the Board that three interviews had been conducted by staff with applicants for the position of Chief Counsel. Director Blattie had conducted follow-up interviews, and had entered into negotiation with an applicant.

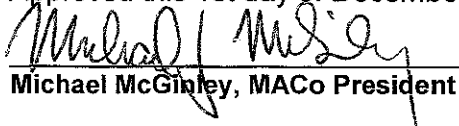
Director Blattie further reported that interviews would be conducted following the Annual Conference to fill the Administrative Assistant vacancy.

- d. President Johnson thanked all of the outgoing Board members for their service and urged them to continue to be involved in MACo.

- e. Thursday Board Meeting – Associate Director Wood informed the Board that the Board books for the upcoming year were available and would be distributed at the Thursday meeting. She asked anyone who was not going to be at the Thursday meeting to pick up their books at the end of this meeting.

There being no further business to come before the Board, the meeting was adjourned.

Approved this 1st day of December 2008.


Michael McGinley, MACo President


L. Harold Blattie, Secretary

**Board of Directors Meeting
Attendance
Sunday, September 21, 2008**

MEMBERS

Officers

☒ Cynthia Johnson, President
☒ Mike McGinley, 1st Vice President
☒ Carl Seilstad, 2nd Vice President
☒ Allan Underdal, Fiscal Officer
☒ Greg Chilcott, Urban Representative
☐ John Prinkki, Past President

☐ Bernie Lucas, District #9
☐ Gary Hall, District #10
☒ Judy Stang, District #11
☒ Tom Rice, District #12

District Chairs/Representatives

☒ Richard Dunbar, District #1
☒ Mark Rehbein, District #2
☒ Donald Reiger, District #3
☒ Harvey Worrall, District #4
☒ Arnie Gettel, District #5
☒ Jerome Kolar, District #6
☒ Maureen Davey, District #7
☒ Mike Murray, District #8

Association Representatives

☒ Leo Gallagher, County Attorneys
☒ Regina Plettenberg, Clerk and
Recorders
☐ Marilyn Hollister, Clerks of Court
☐ Steve Immenschuh, Coroners
☒ Robin Clute, Magistrates
☒ T. Gregory Hintz,
Sheriff & Peace Officers
☒ Jo Anne Johnson, Treasurers
☒ Diane Inbody,
School Superintendents

Others Present: Harold Blattie, MACo Executive Director; Sheryl Wood, MACo Associate Director; Tom Swindle, MACo Finance Officer; Owen Voigt, MACo HCT Administrator; Dan Watson, Rosebud County Commissioner; Bill Kennedy and John Ostlund, Yellowstone County Commissioners.

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BOARD OF DIRECTORS
Thursday, September 25, 2008
7:30 A.M.

First Interstate Pavilion Event Center
Hamilton, MT

MINUTES

1. Roll Call and introductions: President McGinley called the meeting to order. Roll call and introductions were conducted. The attendance sheet is attached
2. President's Welcome – President McGinley welcomed new Board members.
3. Board Member Duties & Responsibilities – Director Blattie reviewed the duties of the members of the Board as outlined in the bylaws, including the conflict of interest section. Director Blattie also reviewed the MACo organizational chart and structure of the Association and the three insurance pools. He also reviewed the MACo Board member travel policy.

District Chair Duties & Responsibilities – Director Blattie reviewed the responsibilities of district chairs in the coordination of District meetings. He explained how the meetings are scheduled in legislative versus non-legislative years. It was noted that the District Chairs set the agenda, and coordinate with their fellow district chairs on the site selection. It is also the District Chair responsibility to have someone take the minutes and make lunch arrangements. MACo staff will provide their agenda items, and state and other agencies will be directed to the District Chair to request time on the agenda.

4. Overview of MACo Legislative Process – Director Blattie provided the Board with an outline of the MACo legislative process, beginning with resolutions being submitted at District meetings, membership action, and the bill sponsor and drafting process. He added that there are usually hundreds of bills that affect counties. Per the Bylaws, the MACo Executive Committee has the authority to provide direction to staff on legislative matters. The Executive Committee and staff have a weekly conference call to discuss legislative positions and actions. Director Blattie asked that if any County was going to oppose a MACo bill, please let us know beforehand to avoid a conflict in a hearing. MACo issues a Legislative Alert each Friday and holds a no-host lunch with other local government lobbyists to share information.
5. 2008-2009 Committee Appointments – Director Blattie noted that President McGinley will be making Committee appointments soon, based on the requests submitted with the commissioner biographies. For budgeting purposes, committees are limited to ten members, but all Commissioners are urged to engage and become involved with Committees.
6. Budget/Finance – Director Blattie provided an overview of the budgeting process for the Association, conferences and the building. The dues schedule and its adoption was also discussed. Fiscal Officer Underdal added that the Tax, Finance and Budget committee meets to review the preliminary budget and provides a recommendation to the Board on the budget and dues schedule.

7. Staff Policy and Procedures Manual – Director Blattie reported that the bylaws require the Board to annually review and adopt the Staff Policy and Procedures Manual. There are no changes from the prior year being proposed at this time.

Commissioner Johnson moved and Commissioner Chilcott seconded to approve the MACo Staff Policy and Procedures Manual as presented. Motion carried.

8. Other Business

- a. Madison County Impact Fee Study – Madison County Commissioner Dave Schulz informed the Board that Myra Shulz had requested the JPIA Trustees contribute \$5,000 towards a pilot project for the implementation of impact fees in Madison County. The JPIA Trustees felt that since the results would impact counties that were not Pool members, this request should be forwarded to the MACo Board.

The project would be conducted by Michael Kakuk. Madison County and the Department of Commerce CTAP program would also contribute \$5,000 each towards the \$15,000 cost of the project. The results of the project would assist MACo in pursuing legislation to make any adjustments in statute to make the implementation of impact fees feasible and possible.

Concern was raised regarding Mr. Kakuk having a conflict of interest by being under retainer with the Montana Contractors Association. Director Blattie clarified that Mr. Kakuk no longer has any lobbyist contracts.

Commissioner Seilstad asked if the \$5,000 could be recouped by requesting affected counties to contribute to the costs. Following discussion, Commissioner Johnson moved and Commissioner Brooker seconded to authorize the \$5,000 contribution for the Madison County Impact fee project, and to solicit contributions from affected counties to reimburse MACo for the costs. Motion carried.

It was asked whether any extra money contributed could be placed into a line item in the budget for future projects/issues. Following discussion it was decided to not solicit contributions above and beyond the \$5,000 contribution.

- b. Commissioner Recognition - Director Blattie informed the Board of the decision to recognize Daniels County Commissioner Bill Tande for his service. He is running unopposed, will be entering his 31st year of service in January, and is currently the longest serving county commissioner. Director Blattie would like to work with Prison Industries on a plaque and a clock for a recognition present.

Commissioner Ostlund moved and Commissioner Bessette seconded to approve Director Blattie having a Prison Industries clock/plaque designed for Commissioner Tande's recognition. Motion Carried. Commissioner Seilstad volunteered to do the presentation.

- c. Presidents Summit on Wildlife – Director Blattie informed the Board that Meagher County Commissioner Jamie Doggett had received an invitation from the White House to participate in the Summit being held in Reno, NV. The MACo Executive Committee had approved the costs for her attendance. Commissioner Doggett has determined that she will be unable to attend, and the invitation is non-transferable. Stillwater County Commissioner Davey has indicated her interest in attending if the invitation can be arranged. Director Blattie ask the Board to approve paying the costs of attendance for Commissioner Davey instead of Commissioner Doggett.

Commissioner Johnson moved and Commissioner Underdal seconded to approve paying the

costs of Commissioner Davey's attendance in the place of Commissioner Doggett at the President's Summit on Wildlife. Motion carried.


- d. December Board meeting and Elected Officials Training: Director Blattie informed the Board that the Newly Elected Officials Training and Phase I of the Commissioners Certification would be held December 1 – 5 in Helena. The Board typically meets on that Monday. Director Blattie would like to do a strategic planning session at the meeting, as the last Strategic Plan was done almost three years ago and needs updating. Director Blattie further explained that a dinner with the newly elected officials is held that evening, but it has resulted in additional costs for Board members by having them stay an additional night, and asked the Board for direction.

Following discussion, the Board decided to travel on Sunday, November 30 and have a Board dinner that evening. The Monday Board meeting could start and end earlier, and Board members could travel home that night. If any Board members stayed over to attend the training, they would be required to pay for their own lodging and expenses, including registration fees.

- e. Sound System – Commissioner Reiger commented on the problem that the Board and members have with the sound systems at meetings. He recommended that MACo pursue the purchase of a portable sound system. Commissioner Dunbar offered to assist.
- f. Centennial – Branding: Director Blattie noted that this is MACo's centennial year, and showed the Board the new centennial logo. He added that the Texas Association of Counties had undergone an extensive review of their "brand", and had found that the recognizable value of their identity was significant. Director Blattie reviewed the Texas Association branding program and informed the Board that MACo intended to introduce a similar program based on the Texas Model.
- g. Western Interstate Region Conference Bid – 2010 or 2011: Director Blattie noted that Yellowstone County has indicated they will be submitting a bid. The location will be decided at the upcoming WIR Board retreat. It was also noted that Lewis & Clark County Commissioner Mike Murray will be the President of WIR for this conference.

The Board went into Executive Session and then adjourned.

Approved this 1st day of December 2008.


Michael McGinley, MACo President


L. Harold Blattie, Secretary

**Board of Directors Meeting
Attendance**

Thursday, September 25, 2008

MEMBERS

Officers

<input checked="" type="checkbox"/> Mike McGinley, President	<input checked="" type="checkbox"/> Bernie Lucas, District #9
<input checked="" type="checkbox"/> Carl Seilstad, 1 st Vice President	<input checked="" type="checkbox"/> Carol Brooker, District #10
<input checked="" type="checkbox"/> John Ostlund, 2 nd Vice President	<input checked="" type="checkbox"/> Carlotta Grandstaff, District #11
<input checked="" type="checkbox"/> Allan Underdal, Fiscal Officer	<input checked="" type="checkbox"/> Tom Rice, District #12
<input checked="" type="checkbox"/> Greg Chilcott, Urban Representative	
<input checked="" type="checkbox"/> Cyndi Johnson, Past President	

District Chairs

☒ Richard Dunbar, District #1

☐ Mark Rehbein, District #2

☒ Donald Reiger, District #3

☒ Harvey Worrall, District #4

☒ Arnie Gettel, District #5

☒ Leslie Burroughs, District #6

☒ Maureen Davey, District #7

☒ Andy Hunthausen, District #8

Association Representatives

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☒ Regina Plettenberg, Clerk and
Recorders

☐ Marilyn Hollister, Clerks of Court

☐ Steve Immenschuh, Coroners

☒ Robin Clute, Magistrates

☐ T. Gregory Hintz,
Sheriff & Peace Officers

☒ Jo Anne Johnson, Treasurers

☐ Diane Inbody,
School Superintendents

Others Present: Harold Blattie, MACo Executive Director; Sheryl Wood, MACo Associate Director; Tom Swindle, MACo Finance Officer; Kathy Bessette, Hill County Commissioner, District 4 Vice Chair; Marilyn Ross and Dave Schulz, Madison County Commissioners.